

1/21/75

SUPPLY DIVISION
COST REDUCTION MEASURE

MEASURES	COMMENTS
1. Supply Division's plans to develop a Supply Division operating manual have been altered. In favor of a cross reference index of existing material. (SDI's etc)	1. The new manual was judged as "nice to have." However, the alternative will serve as well at a fraction of the cost/effort.
2. Supply Division delegated authority [] to approve disposal of small quantities of unserviceable ammunition and weapons.	2. This precludes distribution of multiple copies of inventory adjustments to Hqs. for approval, returning the material to storage pending receipt of disposal authority, and subsequently removing from storage for disposal.
3. [] will be integrated with by 30 January 1975, and we plan to cease [] operation completely by 30 June 75.	3. If complete closure is successful, the absorption of [] will result in annual savings of about \$90,000. Integration with [] should realize a savings of at least \$20,000 in FY-75.
4. We will continue to press OJCS for an automated Vehicle Management Record System.	4. The system is needed to permit economically rapid response to questions frequently received from higher level management. Currently, response to queries require the expenditure of an unreasonable amount of manpower. OJCS is cognizant of our requirement in this regard but lacks the necessary resources to accomplish the task.
5. When the revision of regulatory issuances is indicated, we are concentrating on consolidation, brevity, and limiting distribution of revisions.	5. This will conserve paper, machine time, and ease the mail and pouch burden.

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13. Economical Ordering Quantity (EOQ) criteria is being studied for probable revision.	13. "Holding" cost data is an essential ingredient of EOQ and is currently being calculated.
14. We have asked GSA to modify an existing building at [redacted] for our use as a vehicle maintenance facility.	14. Possible savings of at least \$10,000 per year are anticipated by using [redacted] mechanics in lieu of transferring the responsibility to Hqs. garage or contracting out.
15. We recently transferred approximately 15,000 used but serviceable file folders to LSD/BSB for redistribution.	15. This action will save paper as well as acquisition cost of 15,000 folders.
16. Purification of Stock Status Reports	16. In addition to providing supply management personnel with a smaller, easier to use, more efficient listing, the purging of obsolete, non-standard, excess items has resulted in a listing requiring 15 percent less paper.
17. Conversion of Federal Catalog Program File Data to Microfiche	17. Upon interface of the Agency's Supply Catalog System into the Defense Integrated Data System (DIDS), a product of the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, the Office of Computer Services will provide monthly listings on microfiche rather than the approximate 12" of hard copy or computer printouts.

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